

FOREST COUNTY HEALTH DEPARTMENT

Job Description

Position Title: Community Health Specialist

Reports to: Health Department Director

FLSA Status: Exempt

County Status: Full-time employee (40-hour work week)

Pay Grade/Pay Structure: \$25.00 per hour

This position is grant dependent and may be discontinued on 12/31/2024 if funding is not available or potentially extended if further grants are available.

I. Position Summary

The Community Health Specialist will be working to engage internal and external public health stakeholders in the development, maintenance, execution, and evaluation of various departmental plans that address the health needs of our community and enhance operation processes of the department.

II. Essential Functions and Primary Duties

Under general supervision and/or as part of various workgroups and teams. The Community Health Specialist performs the following functions within the overarching framework of Forest County Health Departments provision of the core functions and essential services of public health.

Public Health Sciences

- Promote individual and population health by leading community health planning initiatives.
- Facilitate and develop a community health assessment in collaborations with other department staff, hospital systems, community stakeholders, elected officials, community members and other agencies and organizations.
- Implementation and evaluation of the community health improvement plan.
- Provide specialized and/or technical Department and Program specific information that requires interpretation of established policies, procedures and other relevant sources including Wisconsin state statutes.
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services.

Community Dimensions of Practice

- Responsible for preparing social media information and updates related to community health assessment and community health improvement plan.
- Outreach to community members through different means of communication to complete survey for community health assessment.
- Prepares public health documents and reports.

- Performs other duties as assigned consistent with job classification.

Leadership and Systems Thinking

- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.

Policy Development and Program Planning

- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical and administrative support to Departmental quality improvement, performance management, and evaluation activities.

Communication and Cultural Competency

- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or departments/ divisions.
- Under general supervision, compose, draft, type and/ or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English Language and established procedures.
- Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally, identify priority and/or time sensitive matters; and maintain security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Forest County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Tracks daily time accurately for payroll.
- The community health specialist will also seek out revenue sources and conduct frequent and ongoing grant applications to support efforts to address public health priorities.

Other

- Available to report to work outside of regular hours in case of public health emergency.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.

III. Supervision

Works under the supervision of the Forest County Health Department Director.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear; reach with hands and arms; stand and walk. The employee is frequently required to sit, bend, and push and pull; and occasionally stoop, kneel, and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally exert force in excess of 100 pounds and transfer patients with weights greater than 100 pounds. Frequently performs tasks, which require hand-eye coordination. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus. Ability to wear gloves, masks and other protective equipment.

While performing the duties of this job, the employee is occasionally exposed to weather conditions; hazards of driving; unclean inside environmental conditions; and difficult interpersonal interaction with exposure to potentially violent patients. May be exposed to infections, contagious diseases and the risk of blood borne pathogens. The noise level in the work environment is usually quiet.

IV. Required Qualifications:

- Bachelors Degree in Public Health, Community Health Education, Nursing or related field with 1-3 years of experience. Knowledge of computerized information systems and data analysis. Skills in critical analysis, problem solving, priority-setting, and group facilitation.
- Valid State of Wisconsin driver's license is required.

Preferred Qualifications: Knowledge of local, state, federal public health programs and planning activities.

Skills, Knowledge, and Abilities:

- Communicates effectively both in writing and orally and able to use the media, advanced technologies, and community networks to communicate information.
- Proficient in Microsoft office programs and be able to use electronic databases.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by _____ Date: _____

Department Head: _____ Date: _____